NAEI

- **Focus: Teamwide training, education and development strategic planning and policies (All Sites, all competencies)**

- Interprets, formulates, obtains approval and communicates teamwide training and employee development policies (e.g. continuous learning policy, 40-hour training requirement, etc.)
- Administers teamwide programs (e.g., SEMDP, CLD, Team Building, DAWIA,etc.)
- Tackles teamwide (all sites) issues (e.g., standard training documentation system, post regionalization issues, automated corporate IDP process, etc.)
- Represents teamwide issues to external parties
- Announces Executive & Long Term Training opportunities (LTT; SEMDP; DLAMP; Capitol Hill Fellowship Program; Congressional Fellowship Program; FEI; Legis Fellows; USDA Congressional Fellowship Program; DOD Executive Leadership Program.)

NOTE: TO BE WORKED FURTHER BY C.D.E.E.

TRAINING SERVICES (7.3, etc.)

- **Focus: One site, all competencies**

- Operations/delivery of training at site with responsibility for incorporating local requirements (e.g., bargaining units, space allocations, business unit resources, ROI, etc.)
- Rolls up training needs for the site, budgets for business unit training needs, performs course cost analyses, procures courses, schedules/publicizes/delivers training to site
- Ensures training is delivered IAW established regulations/policies and as such serves in an advisory capacity
- Manages site-specific needs: VRA training needs, tailors training to site, co-op program, OPM/DOD reporting/PME reviews, designs specific training programs which apply to site (e.g., Upward Mobility)
- Represents site to external sources (e.g., sits on local college advisory boards, enters into MOUs with local schools, etc.)

NATIONAL COMPETENCY TRAINING TEAM LEADER

- **Focus: One competency, all sites**

- Determines long-range competency development needs and objectives (e.g., considers projected attrition, workload, technology, business unit constraints, budget processes, what skills are needed for the future, metrics, etc.)
- Conducts assessments and formulates plans for development programs and career paths (e.g., how many SEMDP participants does competency need in the future?)
- Administers competency-specific policies and processes
- Assists competency managers in overall responsibility for certification and professional development of their workforce
- Rolls up training needs for the competency